



Special Events Permit Application

Applications must be filed at least fifteen (15) days before the Special Event.
There is a fifty dollars (\$50.00) application fee for each event.

If you are uncertain whether your event is considered a Special Event, please contact the City Manager's office for further information and clarification.

Date _____

Applicant Name _____

Address _____ Phone _____

Organization _____ Auth. Rep. _____

Please check one:

☐ Individual ☐ D/B/A ☐ Organization ☐ Partnership ☐ Corporation ☐ Profit ☐ Nonprofit

Address _____ Phone _____

Event title _____

Event location: _____

Event Coordinator _____ Phone _____

On-Site Contact On Event Day _____ Phone _____

Event Start Date _____ Event End Date: _____ **Note: Event Cannot Exceed Three Days**

Event set-up time _____ Event teardown time _____
(Not earlier than 7:00 a.m.) (Completed not later than 10:00 p.m.)

For each day of the week on which the event will be held, indicate the start and stop times below:

Event day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time							
Stop time							

Number of persons expected _____

Number of animals _____

Number of motorized vehicle _____

Types of animals _____

Number of inflatables _____

Tents or Other Temporary Structures (Must meet City's Fire and Building Codes):

If you are planning to erect tents, canopies, seating, awnings, booths, first aid stations, portable restrooms or other temporary structures, please describe:

Quantity	Sizes	Types	Fire Retardant Letter	
_____	_____	_____	_____ Yes	_____ No
_____	_____	_____	_____ Yes	_____ No
_____	_____	_____	_____ Yes	_____ No
_____	_____	_____	_____ Yes	_____ No

Food or Beverages

If you are planning on serving or selling food or beverages, please attach copies of any licenses or permits issued by the appropriate agencies for such vendors. Such vending shall be in compliance with all state and local laws.

Amplified Sound

If you are planning to utilize any loudspeakers or other form of amplified sound, please indicate on the attached sketch or map the location and orientation of those systems. Speakers should not be positioned so as to adversely affect any adjacent residential area between the hours of 7:00 a.m. and 10:00 p.m.

Signage

If you are planning to use or allow signs at such event, please provide details of any planned signage:

Disposal of Wastewater

Applicant shall submit a plan for disposal of any wastewater in connection with the Special Event and such plan must be approved by the Utilities Department.

Events Layout, Equipment & Parking Plan

Please attach a map or sketch of the Event indicating the following:

Events Layout, Equipment

- Entrance(s)
- Exit(s)
- Plan of evacuation and proposed fire lanes
- Amplified Sounds/Loudspeakers

Parking arrangements

- Will parking spaces be utilized by this event? Yes _____ No _____
- Number of parking spaces provided must accommodate projected attendees plus 10% surplus. Also, provide information concerning layout of parking, including aisle widths and size of proposed parking spaces.
- Parking attendants? Yes _____ No _____ If yes, how many? _____
- Will there be any offsite parking? Yes _____ No _____
- If yes and parking is on private property, Applicant must submit a letter of permission from property owner.
- How will attendees be transferred to the Special Event area and returned? _____

Place a check next to the items that will be utilized, and indicate location on map or sketch.

☐ **Tent(s)** Size _____
☐ **Portable Restrooms** # Regular _____ Handicap _____ # Others _____
☐ **Dumpster(s)** Size _____
☐ **Barricades** Quantity _____ Size _____
☐ **Hot Air Balloon(s)**
 Quantity _____ Supplier _____ Fire retardant letter(s)
 _____ Yes _____ No _____
 _____ Yes _____ No _____
 _____ Yes _____ No _____
☐ **Amusement Rides** or similar equipment (insurance required)
 Quantity _____ Type _____ Insurance provided
 _____ Yes _____ No _____
 _____ Yes _____ No _____
 _____ Yes _____ No _____
☐ **Alcoholic Beverages** Giveaway _____ Selling _____ Type _____
 (e.g. beer, wine)
☐ **First Aid Stations** Quantity _____ Staffing _____

Other Permits & Fees

Please attached copies of any required insurance, surety bonds, permits or other documents as described in Section 1.3400 of the City of Round Rock Code of Ordinances.

Check all components that will be part of your event. Additional fees and other permits or reservations may be required.

Animals	Banners/Signs	Park property	Electricity	Police Security
Barricades/traffic cones	Fireworks	Alcohol	Beverages (non-alcohol)	Merchandise sales
Portable restrooms	Special parking	Food	Liquid propane	Street Cleaning by City
Bleachers/Seating	Street Closures	Fencing	Water hydrant- Temp. Meter	Other _____

Security, Crowd Control and Traffic Control

The Applicant may be required to provide police officers for security, crowd control, and traffic control at the Special Event. The total number of police officers working at the Special Event is determined by the Round Rock Police Department, and in some cases may use planning variables, including: (1) the estimated number of participants and spectators; (2) the availability of alcoholic beverages; (3) topography and size of the event location; (4) weather conditions; (5) the time of day during which the Special Event is conducted; (6) the need for street closures or rerouting of vehicular or pedestrian traffic; and, (7) the history of the particular Special Event.

Public Notification

If the City Manager requires it, the Applicant shall, at least thirty (30) days before the Special Event begins, deliver written notice to all owners or occupants of real property abutting the boundaries of the area in which the Special Event will be conducted. The notice must include the following information: (1) event date, time and location, and (2) statement that an Application for a Special Event Permit has been filed with the City of Round Rock.

Insurance and Bonds

If a Special Event uses any portion of the City's rights-of-way, the Applicant shall provide a certificate of insurance to comply with the standards established by the City's risk manager.

If a Special Event is on City property, a Ten Thousand Dollar (\$10,000.00) surety bond shall be deposited with the Application to ensure that no damage is done to City property. If the City Manager certifies that all conditions set forth in Section 1.3425, Code of Ordinances, are complied with, the bond shall be returned. If the City Manager does not certify that all the conditions are complied with, any costs expended for policing and/or cleaning shall be deducted from the bond and the remainder returned. Additional conditions are spelled out in Section 1.3425 as to additional costs.

If a Special Event is fully on private property, Applicant shall deposit Five Hundred Dollars (\$500.00) with the City as a condition that no paper, litter or other debris shall remain on the site after the Special Event is over. The deposit shall be returned to Applicant upon certification by the City Manager that all conditions are met. If the conditions are not met, such costs for cleaning shall be deducted from the deposit and the remainder returned.

INDEMNITY AGREEMENT

- 1) As a condition of a Special Event Permit being issued, the Applicant acknowledges that he/she has voluntarily applied for a Special Event permit that in consideration of the privileges associated therewith, Applicant agrees to PROTECT, INDEMNIFY and HOLD HARMLESS, the City, its officers, agents and employees, from and against suits, actions, claims, losses, liability or damage of any character, and from and against costs and expenses including attorney fees incidental to the defense of such suits, actions, claims, losses, damage or liability on account of injury, death or otherwise, to any person or damage to any property, arising from any negligent act, error or omission of the undersigned, its officers, employees or agents, arising out of, resulting from, or caused by any act occurring as a result of the exercise of the privileges granted by this permit.
- 2) APPLICANT AGREES THAT THIS INDEMNITY AGREEMENT IS INTENDED TO BE AS BROAD AND INCLUSIVE AS IS PERMITTED BY THE LAWS OF THE STATE OF TEXAS, AND THAT IF ANY PORTION IS HELD INVALID, THEN IT IS AGREED THAT THE BALANCE SHALL, NOTWITHSTANDING, CONTINUE IN FULL LEGAL FORCE AND EFFECT.
- 3) This indemnity agreement contains the entire agreement of the undersigned and the City of Round Rock, and may not be modified or altered without the express written consent of the City of Round Rock.
- 4) This indemnity agreement is interpreted by Texas law and is performable for all purposes in the County of Williamson, State of Texas, or the County of Travis, State of Texas.

I do solemnly swear (or affirm) that all the answers given and statements made on this Application are full, true and correct to the best of my knowledge and beliefs. I have been given a copy of the ordinance and have read the provisions contained therein and agree to abide by them.

Applicant: _____

I hereby grant the Applicant and any affiliated organization permission to use my property in connection with the Special Event and as described herein.

Property Owner: _____

*****OFFICE USE ONLY*****

Application # _____ Check # _____ Cash _____

Credit Card _____ Receipt # _____

Comments: _____

ADDITIONAL EQUIPMENT OR PERSONNEL:

Equipment: _____

Public Safety Personnel _____ x _____ = _____

Public Works Personnel _____ x _____ = _____

TOTAL ADDITIONAL CHARGES: _____

APPLICATION REVIEWED AND APPROVED

CITY MANAGER OFFICE: _____

DATE: _____

POLICE DEPARTMENT: _____

DATE: _____

PUBLIC WORKS: _____

DATE: _____

PARKS AND RECREATION: _____

DATE: _____

FIRE DEPARTMENT: _____

DATE: _____